



## Bureau of Epidemiology and Disease Control Services

Office of HIV / AIDS

150 North 18<sup>th</sup> Avenue, Suite 110  
Phoenix, Arizona 85007  
(602) 364-3610  
(602) 364-3268 FAX

JANET NAPOLITANO, GOVERNOR  
CATHERINE R. EDEN, DIRECTOR

September 13, 2004

Dear Arizona Community Planning Group Members,

As we enter this year's community planning concurrence season, I wanted to explain a few things which have made this a particularly challenging year for the CDC-funded HIV prevention grant application process.

In "normal" times, the Centers for Disease Control and Prevention (CDC) issues a grant application guidance in late spring. The guidance document informs state health departments about the specific requirements for the yearly application for continuing HIV prevention funding. This year, because the application requirements for 2005 weren't issued until the first week of August, CDC decided that the funding request would be more of an Interim Progress Report and Plan (IPR) than a full application. The IPR guide specifies questions to be answered by health department grantees, and we have been encouraged to supply brief answers to CDC's questions.

We invite you to review our draft IPR. It will be located at the following web address: [www.azdhs.gov/phs/hiv/prev\\_grant05.htm](http://www.azdhs.gov/phs/hiv/prev_grant05.htm). We are in the process of loading various documents into this location. If you are unable to access the web document, please call ADHS or your regional planning group staff, and we'll get a paper or electronic copy of the document to you as soon as possible.

Arizona's IPR contains the following key elements:

- A budget narrative detailing the projected HIV prevention expenditures for 2005.
- Answers to CDC's questions about Arizona's 2005 prevention priorities and activities.
- Arizona's 2004-2006 Comprehensive HIV Prevention Plan update.

For those of you who are new to concurrence (or those who would like a refresher), I've also included a folder with the Community Planning Guidance concurrence information and four sample letters of concurrence, concurrence with reservations, and nonconcurrence. You'll notice that these concurrence guides are based on the "normal," full-blown application process; in fact, the "Community Planning Linkage Table Worksheet" mentioned by the Guidance isn't even a required component of this year's IPR. The Linkage Table Worksheet is designed to show whether or not states fund the priorities suggested by community planning groups. ADHS will create and include a brief table indicating the status of our 2005 plans for funding CPG-recommended priorities.

*Leadership for a Healthy Arizona*

According to the Guidance, it is the responsibility of the CPG to determine whether the health department's application reflects the priorities of the CPG's comprehensive HIV prevention plan. Please send your comments about the application to your regional planning group staff by September 20th.

- SAHPPG: Floyd Meeks at 520-791-7676, ext. 324 or [fmeeks@pimahealth.org](mailto:fmeeks@pimahealth.org)
- The Forum: Cathy Garcia at 928-522-7924 or [cgarcia@co.coconino.az.us](mailto:cgarcia@co.coconino.az.us)
- Central CPG: Mary Leasor at 602-506-6009 or [maryleasor@mail.maricopa.gov](mailto:maryleasor@mail.maricopa.gov)

If you require additional review time, feel free to send your comments, preferably by September 27<sup>th</sup>, directly to Kristy Benton at [kbenton@hs.state.az.us](mailto:kbenton@hs.state.az.us) or 602-364-3610.

The regional planning group staff will consolidate your comments and concerns, and forward them to ADHS. We will study your comments and, when possible and appropriate, make adjustments to our application content. Finally, ADHS will conduct a *concurrence public meeting at 10 a.m. on September 28<sup>th</sup>* here at the health department building. During the meeting, we will attempt to address community concerns and be available for your additional input. In order to include CPG letters of concurrence/non-concurrence/concurrence with reservations in our IPR, we request that your community and state-appointed co-chairs submit their letters to us by *Thursday, September 30<sup>th</sup>*. The IPR must be received at CDC by October 4<sup>th</sup>, 2004.

Thank-you for your commitment to HIV prevention, and to the community planning process. We welcome your questions, and look forward to your comments.

*Kristy Benton*  
HIV Prevention Program Manager  
ADHS Office of HIV/AIDS